



COUNTY OF LOS ANGELES
REGISTRAR-RECORDER/ COUNTY CLERK
OPEN COMPETITIVE JOB OPPORTUNITY



THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE SALARY, PHYSICAL CLASS, ELIGIBILITY INFORMATION AND SUPERSEDES BULLETIN NUMBER 03-07 POSTED ON APRIL 5, 2007 WITH AN ORIGINAL FILING DATE OF APRIL 6, 2007. PERSONS WHO HAVE PREVIOUSLY APPLIED NEED NOT REAPPLY.

SALARY UPDATED AS OF JANUARY 1, 2009

Bulletin No. 13-07

Posting Date: June 28, 2007

JOB TITLE

ELECTION ASSISTANT II, NC TEMP

EXAM NUMBER

E9313B

FILING DATES

April 06, 2007 until needs are met

SALARY

\$19.18 **HOURLY**

**POSITION
INFORMATION**

Performs one or more of a variety of assignments essential to the conduct of elections and related functions of the Department of Registrar-Recorder/County Clerk.

Positions allocable to this intermediate level class work under the supervision of an Election Assistant III or other higher level supervisor on a variety of assignments essential to the conduct of primary, general and special elections and related election functions of the Department of Registrar-Recorder/County Clerk. Such assignments include: Supervising teams of subordinate staff processing voted ballots; troubleshooting precinct operational problems; preparing election related equipment; distributing and retrieving election materials; and developing and conducting election related training.

**ESSENTIAL JOB
FUNCTIONS**

Supervises and participates in the receiving, inspecting, recording and storing of voted ballot cards.

Supervises and participates in the inspection, repair or replacement of ballot card boxes or trays.

Receives and accounts for election materials and supplies delivered to election headquarters and coordinates the operational set-up and removal of such materials and equipment.

Troubleshoots and resolves problems at polling places on a 24 hour on-call basis; requires driving a private vehicle to various places.

Explains polling place operations and election processes in response to questions from the public and public officials at polling places; personnel may be assigned to satellite voting locations, or regional district field offices.

Acts as the person in-charge of the election board at a polling place and may open and close polling places.

Registrar-Recorder/ County Clerk: Address: 12400 Imperial Highway, Room 2204, Norwalk, CA 90650
24-Hour Job Line: (800)970-LIST; TTY Phone: (800) 735-2922

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**SELECTION
REQUIREMENTS**

Assists in developing training courses related to election processes by determining course content, preparing training outline, and determining the need for and kind of training visual aids.

Schedules, secures training rooms, and conducts election related training classes.

Configures, installs, and tests personal computers and printers for election related activities.

Troubleshoots PC related software/hardware problems.

Instructs precinct inspectors in making minor repairs or adjustments to voting devices; may make emergency repairs/adjustments or provides replacement of any broken/inoperable devices.

Participates in the production of election related training or employee orientation videos by operating camera, lighting, sound or editing equipment, or by script writing.

Option I Six months' paid experience in video production* gained through a professional production company.

-OR-

Option II Six months' paid experience conducting classes, seminars or workshops.

-OR-

Option III Six months' paid experience configuring, installing, and testing personal computers and printers.

-OR-

Option IV Six months' of full time or part-time totaling six months' work experience gained in election related activities.

-OR-

Option V Six months' paid experience organizing, supervising or coordinating work activities of a group of 5-10 people.

Physical Class: 4 - Arduous:

Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information:

*Experience gained in "video production" means experience in one or more of the following: camera operations, lighting, sound, editing , acting, or script-writing.

**SPECIAL
INFORMATION**

Shift: Any Shift

Appointees will be required to work any shift, including evenings, weekends, and holidays. The eligible register will be used for temporary employment only.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies in the Registrar-Recorder/County Clerk.

**EXAMINATION
CONTENT**

This is a noncompetitive examination. This examination is intended to merely list applicants. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register except a person without veterans credit may not be appointed if there are three or more names on the list of persons entitled to veterans credit.

**ELIGIBILITY
INFORMATION**

The names of candidates will be placed on the eligible register for a period of twelve (12) months from the date of promugation.

RETAKE:

Employees who were appointed and released after an election cycle may reapply for this examination three (3) days from the date of release.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

A standard Los Angeles County employment application must be submitted on business days only Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Applications will be accepted until the needs of the Department are met. This examination is subject to closure without prior notice.

The acceptance of your application will depend on whether you have clearly shown that you meet the **Selection Requirements**. For each job held give the name and salary earned. If your application is incomplete, it may be rejected at any stage of the selection process. All information supplied by applicants is subject to verification.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Registrar-Recorder/County Clerk
Human Resources Division
12400 Imperial Highway, Room Number 2204
Norwalk, CA 90650
(562) 462-2285

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 462-2270.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 462-2270. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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